

California National Guard - Human Resources Office
Army Active Guard Reserve (AGR) Enlisted Vacancy
Statewide Vacancy Announcement

1 POSITION

Announcement Number: 068-09		Opening Date: 25 November 2008	Closing Date: 24 December 2008
Position Title: Assistant Inspector General (IG)	UIC/TDA/UMR Para/Line Number: W8AYAA/002C-09	DMOS/Branch: 00F4B	Maximum Grade: E7 Minimum Grade: E7
BDE/Unit Name and Address: SRCOM: Joint Force Headquarters Sacramento, CA	Selecting Official: Inspector General		Personnel Eligible to Apply: Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/> Enlisted <input checked="" type="checkbox"/>
Security Clearance Requirement: <input type="checkbox"/> None <input type="checkbox"/> Top Secret <input checked="" type="checkbox"/> Secret <input type="checkbox"/> Top Secret SBI/SCI <input type="checkbox"/> National Agency Check		Minimum Military Education Requirements:	

Note: Must currently be on Active Guard Reserve (AGR) status in California to apply

Conditions of Employment

IAW AR 135-18, applicants must meet the following requirements prior to applications being forwarded for board consideration:

- This position is in the Full Time Military Force (FTM) – Active Guard Reserve (AGR) program. Initial AGR tours are three (3) years.
- Stabilization Policy: AGR personnel are required to serve a minimum of 24 months if MOS qualified, 36 months if non-MOS qualified in any full time position before they can be considered for another AGR position within the state.
- Soldiers must be eligible for reenlistment or extension IAW NGR 600-200 (ARNGUS) or AR 140-111 (USAR), unless the disqualification for reenlistment or extension can be waived under these regulations.
- Soldier must not have been relieved for cause from any duty position in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.

Applicants selected for the AGR Program and meeting any one of the following disqualifications, will require a NGB waiver prior to entry:

- Unable to serve a minimum of three (3) years on AGR Status prior to achieving eighteen (18) years-active federal status, retention control point (RCP) or reaching the age of 60.
- Entitled to military retired pay.
- Was voluntarily released from the AGR program for 2 or more days and one year has not elapsed since the date of the release.
- IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on AD or FTNGD in the AGR program, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within six months.

Primary Duties and Responsibilities

a. Receives complaints, allegations and requests for assistance from Soldiers, Airmen, family members, and federal employees, Retirees, Veterans, private citizens and anonymous sources. Researches regulatory guidance to identify issues, allegations, and IG appropriateness. Conducts preliminary analysis to determine evidence, and facts. Establish case files to solve problems or refer action to appropriate agency within the command, NGB, DA or DOD level. Conducts follow-up action on referred cases to ensure completion and appropriate response. Enters cases into Inspector General database for analysis and trends. Prepares database statistics and other reports. Assists the detailed IG in the conduct of investigations and inquiries to substantiate or not substantiate allegations of impropriety. Assists in the conduct of general, special and follow-up inspections to ascertain compliance and/or identify systemic problems and determine root causes. Develops solutions and recommends assignment of responsibility to correct problems. Conducts assistance inquiries or inspections into special functional areas as directed by regulatory guidance or the State Inspector General. Must be a self starter and be able to work independently. Should have knowledge of Microsoft Outlook, RCASWEB, IPERMS, MILPO and Word applications. Must have strong organizational and management skills. Must have the ability to quickly grasp new concepts and apply them immediately to any situation. Working knowledge of a wide range of Army Regulations. The assistant inspector general works under the supervision of a detailed inspector general. Assistant Inspector General works independently to plan, execute, and complete assigned cases, reports, and projects.

b. Be available to attend and graduate from the three-week IG school at Fort Belvoir, VA. Be prepared to travel for additional conferences, training, and inspections throughout the year.

Specialty Qualification Requirements

- Must meet the requirements prescribed in AR 20-1, paragraph 2-3, subparagraph c and AR 614-200, paragraph 8-12.
- Soldiers applying must meet the following eligibility criteria IAW DA Pam 611-21.
- Superior performance record.
- Must have at least 2 successful years experience as a RNCO, PSNCO, Platoon Sergeant and or First Sergeant (cumulative).
- Meet 600-9 standards and physical fitness standards.
- Candidate must be of high moral and ethical standards.
- Inspector General tours are traditionally 3 years in length. Applicant must be willing and able to remain in the position for the specified period.
- As Associates Degree or equivalent is preferred.
- Must have strong verbal, written and interpersonal communication skills
- Must have no documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier.
- Must have no other record of disciplinary action under UCMJ or patterns of behavior which indicates a lack of integrity, or which is inconsistent with the MOS.
- Must have no convictions or other adverse disciplinary convictions for criminal offenses listed as a misdemeanor or felony outlines in AR 601-210, chapter 4.
- Military Status: Full-Time Military Title 32 Section 502 (f) (AGR).

Instructions for Applying

Applicants must, as a minimum, submit the following documents: If required item(s) are missing from your packet **it will** be returned to the applicant due to lack of information: **(Please No binders)**

- NGB Form 34-1 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one, of the application.
- Three-quarter-length photograph in a duty uniform (Class A, B or ACU) taken within the previous 12 months ("official" military photograph is not required).
- Enlisted Biographical Summary.
- Certified copy of DA Form 2-1, Enlisted Record Brief (ERB) or Personnel Qualification Record (PQR).
- **Certified copy** of DD 1966-1, or Recruiter's Worksheet demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores.
(*Certified Copy – See frequently asked questions*)
- Last 10 years of NCOERS. Supervisor must provide written statement/memo providing information as to why soldier's NCOERS are not available.
- **Certified copy** of current DA Form 705 (APFT), within six months for "on-board" AGR soldiers. Ensure that height and weight are annotated.
(*Certified Copy – See frequently asked questions*)
- Must meet standards IAW AR 600-9, submit body fat worksheet (if applicable).
- Current Medpros printout (Available on AKO).
<https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record).
- DA Form 4970 Cardiovascular screening (over 40 soldiers) if applicable.
- All DD Form 214 (s) and NGB Form 22 (s) covering any active duty period (copy must include bottom portion that identifies SPD code).
- RPAS statement.
- Current DMV print out (within six months) must be enclosed with this packet. Must have a current driver's license.
- Applicants who answer YES to questions 8 or 12 – 18 of section IV, NGB Form 34-1, or have not completed initial entry training (IET) are ineligible to apply to include: **DD Form 214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 8, 3, and 635-200 Chapter 11.**
- **Submit application to:** Joint Force Headquarters, ATTN: CAJS-J1-HR-AGR, Box 37, 9800 Goethe Road, Sacramento, CA 95826-9101. Please do not call the AGR Branch with questions regarding your application; you will be notified by mail. Please see the frequently asked questions on our web page

Note: If you are unable to obtain a copy of your MEDPROS, a certified copy of DA Form 2-1, ERB, PQR and/or RPAS statement, a written request must accompany your application or call AGR Branch at 916-854-3420. **COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR BRANCH NOT LATER THAN CLOSE OF BUSINESS ON THE DATE THE ANNOUNCEMENT CLOSES. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED.**

Remarks

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.